

## CITY OF MILPITAS

EFFECTIVE: August 2003  
EEOC: Professional  
FLSA: Exempt  
UNIT: Unclassified  
PHYSICAL: 1

### Capital Improvement Projects Manager

#### **Definition**

The Capital Improvement Projects Manager is responsible for the City's and the Redevelopment Agency's Capital Improvement Projects and will oversee, manage, and implement the City's and Agency's projects, including the special projects are the City's and the Agency's highest priorities.

#### **Supervision Received and Exercised**

Receives direction from the Assistant City Engineer and the City Engineer. Exercises direct and indirect supervision over professional, technical and clerical staff including Civil Engineers, land surveyors, and other project managers.

#### **Typical Tasks and Essential Functions**

*Duties may include, but are not limited to, the following:*

The Capital Improvement Projects Manager shall work with the City Manager, the City Engineer, Assistant City Engineer, and other staff, to develop and implement the united City and Redevelopment Agency Capital Improvement Program (RDA-CIP).

Assist in the development and application of departmental policy, following general guidelines or professional and administrative standards in accomplishing assignments.

Perform project management of design and construction of the special projects.

Prioritize and direct the work of the City RDA-CIP and be responsible for quality, schedule and cost control; work closely with the City Engineer and the Assistant City Engineer to coordinate CIP work.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City/Agency policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

Review work with and present to the City Council, various Commissions, and City management showing alternative courses and making recommendations for policy decision.

Conduct Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all City RDA-CIP.

Oversee land and easement acquisition activities, and development and administration of assessment districts.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Review and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Perform field investigations, construction site field reviews, and inspections.

Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

Hire, train, supervise, and evaluate employees.

Coordinate work with other departments or sections.

Perform other related duties as assigned

**Minimum Educational Qualifications**

A Bachelor's Degree from an accredited college or university in Civil Engineering.

**License Requirements**

The following licenses must be held at the time of appointment and maintain throughout employment:

Registration as a Professional Civil Engineer in the State of California; and  
A valid California Drivers License

**Experience Qualifications**

A minimum of five (5) years of significant and progressive Civil Engineering experience. Experience should include acting as the lead in the successful completion of several major capital improvement projects, including buildings, bridges, roadways, parks, utilities, and related municipal improvements. Experience must include preparation and analysis of schedules and budgets for major capital improvement projects.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

Principles and practices of engineering as applied to new development and municipal public works.

Practical knowledge and experience using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

Applicable laws and regulatory codes related to development and construction.

Methods and techniques used in the design and construction of a variety of public works projects.

Principles of organization, administration, budget, and personnel management.

**Ability to:**

Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction

Interpret, review, and analyze development proposal, plans, and specifications.

Perform professional and technical support services relative to assigned area of responsibility.

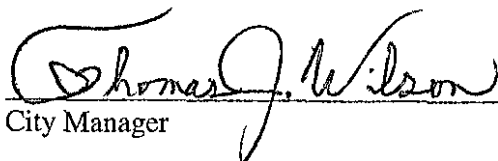
Communicate effectively orally, and possess excellent writing skills.

Establish and maintain harmonious and effective work relationships with developers, contractors, engineers, City staff, and the general public.

Supervise, train and evaluate assigned staff.

**Special Physical Requirements**

Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily.

  
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City Manager

/jobdesc/mgmt/RDAprogmgr